Industry Recognized Credential Transfer Assurance Guide: Microsoft Access
(Microsoft Access Expert Level Certification)
April 13, 2023

Industry Recognized Credential Transfer Assurance Guides (ITAGs) are a statewide transfer initiative that guarantees the award of college-level credit to students earning agreed-upon, industry recognized credentials. Students meeting credentialing requirements, regardless of where the learning was achieved, will be eligible to earn credit for specified courses deemed equivalent to the stated industry recognized credential listed on the ITAG document. Credentials are reviewed and aligned to postsecondary learning outcomes that are endorsed by Ohio's public institutions of higher education. The receiving institution must offer an equivalent course or program. Additional information on accessing and awarding ITAG credit is outlined in this document.

Required Credential(s)

Credential Name(s): Microsoft Access Expert Level Certification
Credential Issuer: Microsoft

Exam(s): MO-500

Additional Requirements for Credit: Credit must be accessed within one year of passing or renewing the required Microsoft exam.

Credit Access and Verification

Student: Students wishing to receive credit can create and share a transcript using their Microsoft Certification Dashboard account.

Institution: Students requesting credit will share certification information using the above-mentioned account, and information will be provided by way of link, transcript ID, and access code.

Course Information

Course Name: ITMSOS004 Introduction to Microsoft Access

Credit Hours: 1-2

Course Description: Using Microsoft Access, students will learn about database structure as well as creating and editing tables, reports, forms, and queries.

Alignment of Microsoft Access Expert Level MO-500 Exam to to Postsecondary Learning Outcomes
for Introduction to Microsoft Access

Postsecondary Learning Outcomes	Credential Content
1. Develop database structure	Manage databases Create and modify tables Manage table relationships and keys
2. Create and edit tables	Create and modify tables
3. Create and edit forms	Modify forms in layout view
4. Create and edit reports	Configure report controls Format reports
5. Create and edit queries	Create and modify queries
6. Maintain a Database	Manage databases

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ITAG Development Panel

Lead name	Institution/Organization	Role
Dr. Thomas Mays	Miami University	Lead Panel Member - Faculty
Cheryl Reindl-Johnson	Sinclair Community College	Panel Member – Faculty
Bob Nields	Cincinnati State Technical and Community	Panel Member – Faculty
Matthew White	Mt. Healthy High School	Panel Member – Career Center/OTC
Darrin Crawford	LexisNexis	Industry
Dr. Robert Speckert	Ohio Department of Higher Education	ODHE ITAG Consultant
Nikki Wearly	Ohio Department of Higher Education	Senior Director, Career-Technical Education Transfer Initiatives
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